AD HOC TECHNICAL REVIEW (including Tiger Teams)
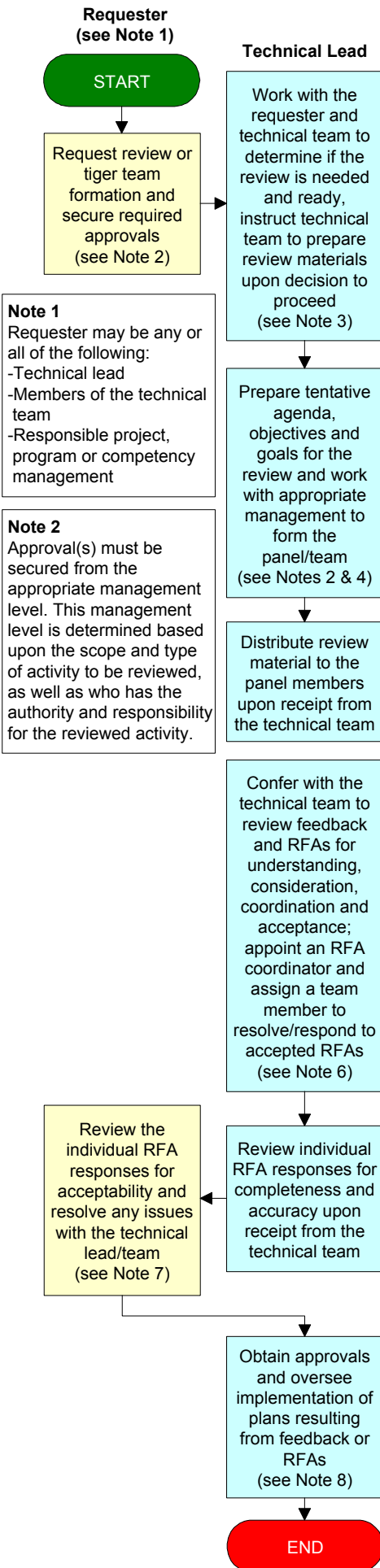
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Objectives:
- to enhance probability of success of LaRC programs and projects
- to provide independent assessment of the adequacy and appropriateness of design, development, or research
- to provide review and consultation by technical experts on analysis and resolution of anomalies, non-conformances, and failures

Approval _____Original signed on file_____
Associate Director for Research and Technology Competencies

Requester (see Note 1)

START

Request review or tiger team formation and secure required approvals (see Note 2)

Technical Lead

Work with the requester and technical team to determine if the review is needed and ready, instruct technical team to prepare review materials upon decision to proceed (see Note 3)

Prepare tentative agenda, objectives and goals for the review and work with appropriate management to form the panel/team (see Notes 2 & 4)

Distribute review material to the panel members upon receipt from the technical team

Confer with the technical team to review feedback and RFAs for understanding, consideration, coordination and acceptance; appoint an RFA coordinator and assign a team member to resolve/respond to accepted RFAs (see Note 6)

Review individual RFA responses for completeness and accuracy upon receipt from the technical team

Obtain approvals and oversee implementation of plans resulting from feedback or RFAs (see Note 8)

END

Review Panel

Convene the panel and conduct the review gathering additional information from the technical team as needed (see Note 5)

Suggest remedial action and/or provide feedback to the team

Review Secretary

Collect and document request for action (RFA) in the meeting minutes, and prepare/revise the Minutes for approval by the chair, distribute the approved minutes to the panel and technical lead/project manager

Requester

Review the individual RFA responses for acceptability and resolve any issues with the technical lead/team (see Note 7)

Note 1
Requester may be any or all of the following:
- Technical lead
- Members of the technical team
- Responsible project, program or competency management

Note 2
Approval(s) must be secured from the appropriate management level. This management level is determined based upon the scope and type of activity to be reviewed, as well as who has the authority and responsibility for the reviewed activity.

Note 3
Review materials are pertinent to the objectives of the review and are prepared by the technical team for presentation during the review any may include:
- Design documentation
- Test procedures and results
- Analysis, modeling or simulation results
- Assembly and test histories
- Test articles
- Software source code
- Photographs

Note 4
The responsible manager (see Note 2) works with the technical lead and other organizational unit management and supervisors to appoint a chair person and panel/team.

The review panel is made up of the following:
- A chair who is typically from outside the activity's technical team, although this is not a requirement
- A secretary who is typically from within the activity's technical team, although this is not a requirement
- Panel members who are independent of the activity being reviewed. These members may be a part of the technical team as long as they are not active participants in the reviewed activity.

It is the responsibility of the Review Chair to appoint the Review Secretary, establish a time and place for the review and notify all participants.

Note 5
A review may be conducted over several meetings. Actions may be requested of the technical team performing the activity under review for subsequent presentation and consideration.

Note 6
RFAs are project- and review-specific and are considered individually. Contact the initiator or writer for clarification.

Note 7
The requester may designate the review chair, panel members, technical lead, or other representatives to review the RFAs for acceptability.

Note 8
Appropriate approval depends on the extent of the planned action and the product assurance and control requirements of the action under review.

General Information

The following records are generated by this procedure and should be maintained in accordance with CID 1440.7:
Review Minutes (including a copy of the Notification Letter, review/presentation material, RFAs)
RFA responses